

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, March 23, 2016
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, and Emily Ysebaert

EXCUSED: Sierra Spaulding

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Maintenance Manager; Pam Manley, Business Grant Manager; April Herlache, Transportation Supervisor; Brandon Lensmire, Operation Supervisor; Lynn Boland, HR Director

OTHERS PRESENT: Vincent Caldara, MV General Manager; Doug Giese, MV Manager; Doug Janssen, and Keith Schneider

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

R. Scannell made a motion to approve the March 23, 2016 agenda. R. Antonneau seconded the motion. Motion carried.

3. Approval of the minutes of the February 17, 2016 meeting

R. Antonneau made a motion to approve the minutes from the February 17, 2016 meeting. R. Scannell seconded the motion. Motion carried.

4. Action: Approval of the Revision of Green Bay Metro No-Show Policy

E. Fels stated staff had updated the paratransit no-show policy to ensure compliance with the Federal Transit Administration (FTA).

P. Kiewiz added this policy is for the Paratransit Program. Our current no-show policy states, if a rider receives 3 no-shows within a 60-day time period, they could possibly lose their paratransit privileges for 30-days. Based on regulation changes, the FTA has asked us to modify the no-show policy to reflect percentage of usage.

The policy has been modified to reflect (3) no-show within any 30-days period may result in suspension of service if the frequency of no-shows is greater than 10% of the reserved trips.

R. Scannell inquired how serious are the no-shows.

P. Kiewiz stated back 6-7 years ago we had approximately 300-400 no-shows per month; Metro is billed \$10.00 per trip. Our current no-show numbers range from 32-60 per month.

Metro has always had a no-show policy; however it was not always enforced. We have spent time making sure our riders understand the policy. We look at every no-show to determine the circumstances and do not charge a no-show to individuals when the circumstances are beyond their control.

Motion made by R. Antonneau to approve the Green Bay Metro No-Show Policy.

E. Ysebaert seconded the motion. Motion carried.

5. Green Bay Metro's Website Update

P. Kiewiz gave a brief update on our new website. Metro staff will present the new website at the April meeting. One of the new features is the ability to complete and submit the paratransit application online. The website will be hosted on the City's server. Metro staff has full control over the site and can make any changes to the site when required at no additional cost.

R. Scannell inquired if it will work on cell phone devices.

P. Kiewiz stated yes however if you're talking about the "Where's my Bus" application no.

To explain further; the "Where's my Bus" application gives the passenger real time data. At times it is difficult for some devices to access this application. We are exploring our options to determine if we should stay with the current vendor or look elsewhere for another vendor. There are many different pieces included in this software, it is not just the "Where's my Bus" application.

6. Legislative Update

P. Kiewiz stated she attended the Wisconsin Urban Rural Transit Association (WURTA) Spring Fly-In located in Washington D.C. on March 12th -16th. Meetings consisted of "meet and greets" at the International ATU Headquarters, members of Congress and the Senate. The American Public Transportation Association conference (APTA) was held at the same time in D.C. which allowed Patty to attend various meeting and sessions.

In your packets is a document prepared by Metro on our statistical information. The other material is a Congressional Delegation briefing update from Wisconsin DOT that is shared with our Representatives; letting them know this State of Transportation in Wisconsin.

The Fast Act did go through. However it is not the fix all. We still have some big issues with capital money. Over the next 4 years the increase for capital funding in our state is about \$450,000 which is equal to one (1) bus for the whole state. There are some discretionary funds that we will apply for to replace our buses.

It was a great trip! Bottom line we need a lot of money and there is not enough to go around.

7. Operational Reports

P. Kiewiz stated in your packets you will find several operating reports. P. Kiewiz gave a brief overview of the ridership reports for Fixed Route, Paratransit and February's monthly schedule adherence is at 94%. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

8. Finance Report

P. Manley stated in your packets you will find the operating expense report for January. She gave a brief overview of the revenue and expense reports. P. Manley stated that if the Commission would have any questions, she would be happy to address them.

P. Kiewiz commented Tom Karmen; Schenk will be here for the April's meeting to present the financial audit results.

9. Directors Report

P. Kiewiz stated last Friday was Employee Appreciation Day. We had an omelet bar in the morning and hot potato bar in the afternoon for staff. It was a great day!

Staff is currently working on preparing for the Triennial review. The FTA will be here next week for two (2) days.

10. Other Business

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, April 20, 2016 at 8:15 a.m.

12. Update on Labor Negotiations

L. Boland informed the Commission that an agreement has been reached with the Transit Union. It is for a 3-year contract with a 2% increase effective October 1st in each of those years which is consistent with the budget. It does have a "me to clause" in the event that we

should do higher increases at the end those terms it wouldn't go lower but potential go hire higher. This was discussed with the counsel it something we have with the mechanics and it is the current language we felt it would be low risk.

We did add a new provision regarding Fed Med Cards. Green Bay Transit requires employees to get Fed Med Cards; this is not something that other transits do; although there has been legislation put forward to begin requiring this. This has been a requirement for a sometime so it hasn't been a negotiated issue; it is something conditional of employment.

R. Kolb asked for an explanation of what that is.

P. Kiewiz stated upon hire all bus operators are required to obtain a Federal Medical Certification which they need to maintain as long as they are an employee for Green Bay Metro. It is a DOT physical. Metro takes care of scheduling the physical Bus Operators are required to have a physical a minimum of every two (2) years. Some Operators may only receive a one (1) year card. The purpose for this is to stay on top of any health issues that could affect their driving. Metro pays for the physical.

L. Boland stated employees could have additional cost if they have to do additional testing. We do have some employees that have had conditions that they have to engage in more cost at that point it will become covered under their insurance, but they have to pay the additional deductibles. Some may be required to maintain equipment for sleep apnea which is required under the Fed Med. Their proposal would have Transit would pick up the costs. What we have agreed to is basically the equivalence of a health reimbursement account which is called a Personal Benefit Account. Anyone that has an additional cost due to Fed Med Card will reimburse up to \$200 per year with a deposit into the PBA account with proper receipts. Pre-taxed for medical related items, it would only be for those that had any extended costs. We are simply estimating the potentially cost be \$4,000 a year.

R. Antonneau inquired as to why not all transits require the Fed Med Card, so it is not a mandated.

P. Kiewiz stated no. The Fed Med Card is required for individuals that are over the road (CDL Operators). We are exempt because we are a municipality. We have taken a pretty strong stance; safety is number one. This has been in place since October of 2007.

L. Boland stated we do not have anything in our contract that prevents us from doing this. We have implemented the Fed Med Card as a condition of employment.

P. Kiewiz commented there is a bill going through right now; regarding physical requirements for transit operators. L. Boland stated the Personal Committee had approved this agreement last night. It will go to the City Council next week for ratification, since there were no questions by the Personal Committee. I would like to say that both Patty and the Union did a great job the last few years in working collaboratively on a number of policies and other things which prevented us from having rough negotiations. Kudos to them!

No action was taken. The Commission received an update on labor.

13. Adjourn

Motion made by K. Kuehn, seconded by J. Withbroe, to adjourn at 8:55 a.m. Motion carried.

Respectfully submitted,

Essie Fels
Recording Secretary